



No. F.3(9)/2021-22-NDMA (Proc)  
Government of Pakistan  
National Disaster Management Authority  
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**“TENDER NOTICE”**

**RENOVATION / INSTALLATION WORK AT NDMA (ERRA PREMISES)**

National Disaster Management Authority (NDMA), Islamabad intends to invite quotations/ rates from Income and Sales Tax registered firms for renovation/ installation works for Financial Year 2021-22.

2. The bidding documents, instructions/ terms and conditions may be downloaded from NDMA ([www.ndma.gov.pk](http://www.ndma.gov.pk)) and PPRA website. Pay order of Rs.2,000/- (Non-refundable) in the favour of Director (Procurement), NDMA should be deposited at the time of submission of documents / bids as tender fee. Interested firms may drop their bids in **Post Box No.3356 at GPO, Islamabad** before 1200 hours on 9<sup>th</sup> May, 2022 which will be opened the same day at 1300 hours.

Director (Procurement), NDMA  
PO Box No.3356 GPO Islamabad  
Tel: +92519202407

**RENOVATION/ INSTALLATION WORK AT NDMA (ERRA PREMISES)**  
**TERMS AND CONDITIONS FOR BID AND BIDDERS**

1. **Tender Identification Number.** TENDER No. 10/Renovation/ 2021-22.
2. **Title.** Renovation / installation work at NDMA through "SINGLE STAGE ONE ENVELOPE PROCEDURE".
3. **Procurement Agency.** National Disaster Management Authority,  
Islamabad
4. **Last Date & Time for Submission of Bid.** 9<sup>th</sup> May, 2022, 1200 Hours.
5. **Bid Opening Date & Time.** 9<sup>th</sup> May, 2022, 1300 Hours.
6. **Bid Opening Address.** Room No.220-E, National Disaster Management  
Authority (NDMA), Prime Minister's Office  
Premises, G-5 Islamabad
7. **Bid Opening Process / Method.** NDMA will follow **Single Stage, One Envelope Procedure.**
  - a. **Bid Validity Period.** Bid validity period should be 90 days, from the date of opening of Tender. The amount of the bid and bid security / earnest money shall be in Pak Rupees. The bidders are required to deposit **earnest money (refundable after closing year) of Rs.50,000/-** value in the shape of either **pay order or demand draft** in favor of Director Procurement, NDMA, with their PROPOSALS. **Bids not accompanied by bid security / earnest money will not be entertained.**
  - b. Bid security / earnest money of successful bidders will alone be retained till completion of satisfactory work.
8. **Bid Validity Period.** 90 days from the date of opening of Tender.
9. **Rejection of Bid.**
  - a. Incomplete and conditional quotations will be rejected forthwith.
  - b. Bids received after due date & time will not be accepted.
10. **Bidder's Mandatory Qualification / Prerequisites.** The bidder should be manufacturer / authorized distributor/ supplier etc and should have its own office for after sales service.
11. **Bid Supporting Documents.**
  - a. Earnest Money (refundable) equal to 50,000/- of the total value in the form of a pay order / Demand Draft in favor of Director Procurement, NDMA.
  - b. Bank Statements of last 2 years.
  - c. Income and Sales Tax Registration Certificates.

- d. Company Profile including proof of existence in particular business.
- e. An affidavit that the Firm / Company has never been blacklisted by any Ministry / Division / Department / Organization of the Government of Pakistan in the past.

12. **Compliance Instructions.**

- a. Site visit for the mentioned work is strongly recommended. For site visit and any other query, feel free to contact with Mr. Nabeel Farooqi, Assistant Director (Admin), NDMA, Ph: 51-9087844-863 who will be focal person for all kind of coordination.
- b. **Quoted rates should include all applicable GoP taxes.** Exclusive of taxes bids will be rejected forthwith.
- c. No cutting / overwriting of the offered prices will be accepted.
- d. Strict Compliance of given specifications. Higher specifications will be accepted but on competitive prices of bidding process.

13. **Quantity & Specifications.** Complete detail of quantity of items/ works and specifications are available at **Annex-A**. NDMA may increase or decrease the quantity of items.

14. **Maximum Time of Delivery.**

- a. Within stipulated time period as per mutual understanding.
- b. Bidders offering least lead time and competitive price will be preferred.
- c. Right to extend time period of delivery remains with NDMA.

15. **Payments.** Will be processed as per Agreement.



SUMMARYWORK / ITEMS REQUIRED IN ERRA OFFICE (BLOCK-2)

Ser	Job	Quantity	Remarks
1.	White Wash	20	Details at Appendix-I to Annex 'A'
2.	Bulb LEDs	110	Details at Appendix-I to Annex 'A' Holder / Wiring if required
3.	Tube Light	50	"
4.	F/Ceiling	75x Pieces	Details at Appendix-I to Annex 'A'
5.	Door Paint (Inside & Out Side)	30	Details at Appendix-I to Annex 'A'
6.	Blind	10x Rooms	Details at Appendix-I to Annex 'A'
7.	Duct Patti	10x Rooms	Details at Appendix-I to Annex 'A'
8.	Chokat Beading	3+6+6	Details at Appendix-I to Annex 'A' • 3 x Chokat Room • 6+6 x Wash Room (Door & Chokat)
9.	Bell with Connection	19 x Rooms	Details at Appendix-I to Annex 'A'
10.	Mesh with frame & lock	19 x Rooms	Details at Appendix-I to Annex 'A'
11.	Washroom plumbing with accessories.	2x Units	
12.	Outside building Paint / weather shield.	Whole block	Details at Appendix-I to Annex 'A'
13.	1x Room be converted into kitchen /Pantry.	1x Room	Details at Appendix-I to Annex 'A'
14.	Corridor + Reception Area		Details at Appendix II to Annex 'A'
15.	Fire Extinguisher	4	

SUMMARY OF REPAIR / MAINTENANCE REQUIRED IN ERRA OFFICE (BLOCK-1)

Ser	Room	Bulb	White Wash	Marbal Pieces	Exhaust	Cabinet	Remarks
1.	NCOC Kitchen	2	Yes	2	1	6	
2.	6x Rooms	-	Yes	-	2	-	
3.	EX NCOC Sectt (3x Room)	-	Yes	-	2	-	
4.	Corridor NCOC	-	Yes	-	-	-	Back Side of NCOC Room
5.	Kitchen	2	Yes	2	1	6	Cabinets (upper + bottom)
6.	Roof of Executive block (Extension) be surveyed to identify reason of water leakage in monsoon & be treated accordingly.						
7.	Repair of false ceiling (Fiber & Gypsum) in EX NCOC Hall, executive lounge & sectt.						
8.	Repair of wall paneling of reception area.						
9.	Closing of holes/breakage in Server Room with concrete and installation of maint. Box for wires.						
10.	2 Glass partition with doors in Ex- NCOC conference hall.						
11.	4x Fire Extinguisher						

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WORK / ITEMS REQUIRED IN ERRA OFFICE (BLOCK-2)

Appendix I to Annex 'A'

Room No	White Wash	Blub	Tube Light	F/Ceiling Requirement	Door Paint (Inside)	Blind	Power Plug	Duct Patti	Chokat Beading	Remarks
201	Yes	1	-	-	Yes	-	-	-		
202	Yes	4	-	-	Yes	1	-	Yes		
203	Yes	3	1	-	Yes	1	-	-		
204	Yes	5	2	-	Yes	-	-	Yes		
205	Yes	6	8	-	Yes	2	-	Yes	Yes	
206	Yes	3	-	-	Yes	1	-	-	Yes	
207	Yes	1	7	-	Yes	1	-	-		
208	Yes	1	8	-	Yes	1	-	-	Yes	
209	No	4	2	-	Yes	-	-	-		
210	Yes	-	-	-	Yes	-	-	-		
211	Yes	1	6	-	Yes	-	-	Yes		
212	Yes	-	1	-	Yes	-	-	Yes		
213	Yes	5		-	Yes	-	-	Yes		
214	Yes	7	2	-	Yes	2	-	-		
215	Yes	10	6	-	Yes	1	2			
216	Yes	1	2	25x Pieces	Yes	-	-	Yes		
217	Yes	-	-	-	Yes	-	-	Yes		Removal of Panaflex
218	No	1	1 for attached Wash Room)	-	Yes	-	-	Yes		
219	Yes	2	-	20x Pieces	Yes	-	-	Yes		

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Appendix II to Annex 'A'

WORK / ITEMS REQUIRED IN ERRA OFFICE (BLOCK-2)

Room	White Wash	Blub	F/Ceiling	Door Paint (Out Side)	Remarks
Corridor + Reception Area	Yes	40	30 X Pieces	30	

*9/1.*